

Spec. Code: 3495
Occ. Area: 02
Work Area: 170
Prob. Period: 6 mo.
Prom. Line: none
Effective Date: 05/18/92

FIELD HOUSE FACILITIES SUPERVISOR*

Function of Job

Under administrative supervision from a designated supervisor, to perform, be responsible for, and supervise work involved in the coordination of care, maintenance, and operation of gymnasiums, playing fields, and other athletic areas, including a large multi-purpose building used for a variety of events (such as basketball games, concerts, conventions, and assemblies).

Characteristic Duties and Responsibilities

1. supervises the conversion of facilities and set-ups for events (such as installation of basketball floor, changing building into an arena, arranging and removing stage and associated equipment, and arranging seats for large conventions)
2. coordinates and supervises the care and maintenance of gymnasiums, playing fields, swimming pools, and other physical education areas for both departmental and outside activities
3. supervises and is responsible for lighting ponds and heating and ventilating equipment
4. is responsible for the storage and maintenance of equipment and materials associated with building facilities in preparation for public events
5. coordinates work of assigned crews by means of accurate day-to-day schedules
6. is available for special events, regardless of work week schedule
7. supervises the activities of assistants and crew performing construction, maintenance, set-ups, and striking of sets prior to, during, and after public events
8. recommends purchase of equipment and supplies needed for special events
9. performs related duties as assigned

*Alternate Title: Arena Facilities Supervisor

Minimum Acceptable Qualifications

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. high school graduation or equivalent
2. two years of experience in the operation of diesel, electrical, and/or mechanical equipment
3. two years of supervisory experience

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of athletic activities
2. operating knowledge of diesel, electrical, and mechanical equipment
3. supervisory ability
4. skill in the use of hand tools
5. willingness to work varying and unusual work schedules